REPORTS INVENTORY

DDS/OTR/DTS-19

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
List of New Books Received by Library			STATISTICAL
		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		X	TRAINING	ADMIN. GENERAL
	LOGISTICS			SECURITY	OTHER (specify)
	MEDICAL			FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Two	Monthly	One

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Alphabetical list of book, author, price	YES	IF YES GIVE ADP PROCESSING NO.	Internal directive
	X NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Library	None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	$5.70		½ hour		$2.85		12		$34.20

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$34.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

On 30Apr 70, OTR Library requested that at the end of each month, beginning in May 1970, a list of books actually received during that month be forwarded to OTR Library for incorporation in a quarterly accessions list.
Requirement first started by DTR in June 1967.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
	RETAIN AS IS	X OTHER (explain)		
	CHANGE	Amenable to suggestions of	?	?
	DISCONTINUE	OTR Library		STAT

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
28 Sept 70	Librarian	

Classification

FORM 142
2-70

(22-36-43)

25X1
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